



Local Emergency Management Committee Meeting

Minutes

Monday 8 November 2021

1.0 NAME

The Committee shall be known as the Corrigin Local Emergency Management Committee (LEMC).

2.0 ROLE OF THE COMMITTEE

To assist the Local Emergency Coordinators to develop and maintain effective emergency management arrangements for the Shire of Corrigin.

3.0 OBJECTIVES OF THE COMMITTEE

- To advise and assist the Shire of Corrigin in ensuring that local emergency management arrangements are established for its district.
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- To assist with the preparation and approval of the Corrigin Local Emergency Management Plan and submit such plans to the Office of Emergency Management (OEM) for approval.
- To review at least annually the Corrigin Local Emergency Management Plan.
- To assist in the preparation of emergency management operating procedures for application in the Shire of Corrigin.
- To ensure appropriate testing and exercising of the local emergency management plan.
- To prepare an annual report of the activities of the LEMC for submission to the OEM.
- To provide assistance to the Local Emergency Coordinators and Hazard Management Agencies during emergency management operations.
- To carry out such other emergency management functions as directed by OEM.

4.0 MEMBERSHIP

The Council appoints to the Committee those ex-officio representatives whose titles appear below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

Membership of the Committee shall be:

- The President of the Shire of Corrigin
- Deputy Shire President
- The Officer in Charge of the Corrigin Police District or delegate(s)
- The Officer in Charge of the Fire and Rescue Service in Corrigin or their delegates
- The Shire's Chief Bush Fire Control Officer
- The SES Area Manager or delegate
- The Chairperson of St John Ambulance Corrigin or delegate
- A health representative from the Corrigin Hospital
- An officer from the Department of Communities
- Representatives from other agencies as required

5.0 PRESIDING MEMBER

The President takes the role of Presiding Member. The members of the Committee shall elect a Deputy Presiding Member to chair in the absence of the Presiding Member at the first meeting after the local government election to satisfy the requirements of the Local Government Act.

The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Corrigin Standing Orders.

The minutes of the advisory committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

The Local Government Act 1995 places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member, if not the Shire President, as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Shire President.

6.0 CONDUCT OF MEETINGS

Ordinary meetings of the Committee shall be held on a day as determined by the Presiding Member generally in February, May, August and December each year. Written notice shall be given to all Committee members, at least 14 days prior to the meeting. Special meetings of the Committee may be convened:

- by the Presiding Member
- by written notice to all committee members, such notice being signed by at least four members of the Committee, giving not less than seven days notice and stating purpose of the meeting.
- by the Council

The time and venue of meetings will be determined by the Presiding Member or the Council having due regard to the general convenience of the Committee members.

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

Every meeting:

- Confirmation of local emergency management arrangements contacts details and key holders;
- Review of any post-incident reports and post exercise reports generated since last meeting;
- Progress of emergency risk management process;
- Progress of treatment strategies arising from emergency risk management process;
- Progress of development or review of local emergency management arrangements; and
- Other matters determined by the local government.

First quarter:

- Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
- Begin developing annual business plan.

Second quarter:

- Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- Finalisation and approval of annual business plan.

Third quarter:

- Identify emergency management projects for possible grant funding.

Fourth quarter:

- National and State funding nominations.

The Committee is established by the Council of the Shire of Corrigin under the powers and given in section 5.8 of the Local Government Act 1995. Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the Local Government Act 1995.

7.0 DELEGATED POWERS

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of committees meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

1. DECLARATION OF OPENING

Chairperson, Cr Des Hickey opened the meeting at 1.06pm

2. ATTENDANCE AND APOLOGIES

Shire President, Shire of Corrigin	Cr. D Hickey
Deputy Shire President/ Recovery Officer	Cr. M Weguelin
Deputy Recovery Officer	L Baker
Chief Executive Officer, Shire of Corrigin	N Manton
Sergeant, Corrigin Police	S Mayne
Principal, Corrigin District High School	H Prance
Executive Support Officer, Shire of Corrigin	K Biglin
District Emergency Service Officer, Dept of Communities	J Spadaccini
Community Paramedic, St John Ambulance	T Dixon
Manager, Dept of Primary Industries & Regional Development	A Lacey (telephone)

Apologies

Chair, St John Ambulance	G Dawson
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Guest

Principal, Babakin Primary School	R Hough
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3. MINUTES OF PREVIOUS MEETING

Moved: Cr Weguelin **Seconded: S Mayne**

Minutes of the LEMC meeting held on 9 August 2021 be confirmed as a true and correct record.

Carried

4. REVIEW OF LEMC DOCUMENTS

Changes to Local Emergency Welfare Plan – Jo Spadaccini to update and send out.

5. REVIEW OF INCIDENTS AND EXERCISES

5.1 Incidents

Road traffic incident.

- S Mayne praised the volunteers and services who responded to the incident. The incident was quickly and effectively managed with a positive result in the end.

6. DEVELOPMENT OF FUTURE EXERCISES

- Repeat of radio communications exercise
- RFDS Patient transfer if large fire in Corrigin Reserve or if lights were to fail on the airstrip.
- Interruption to critical water supplies

J Carrall to conduct desktop exercise at next meeting.

7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

NIL

8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

8.1 Generator for CREC

N Manton researching new projects and funding.

9. FUNDING

- Identify funding application for a generator for the CREC
- Airstrip lights

10. OTHER MATTERS

10.1 Meeting dates for 2022

- 7 February 2022
- 9 May 2022
- 8 August 2022
- 7 November 2022

10.2 Animal Welfare in Emergencies Plan (Attachment 2)

The Animal Welfare in Emergencies Plan was developed as part of a joint project between the Shires of Kondinin, Kulin, Corrigin and Narembeen during 2021 with funding from the Animal Welfare in Emergencies Grant Program.

The purpose of the grant was to improve the capacity of Local Governments, and their communities, to manage the impacts of emergency situations on animal welfare. The project aims to work toward the following outcomes:

- Local Government and their communities are prepared for and can respond to emergency situations that impact animal welfare.
- Enhanced capacity for Local Governments and their communities to prepare for, respond to and recover from the impacts of emergency situations on animal welfare.
- Roles and responsibilities of Local Government and community stakeholders are clear regarding animal welfare during and after emergency situations.
- Emergency management principles of shared responsibility and building resilience are promoted.

Recommendation

Moved: L Baker Seconded: A Lacey

The LEMC Committee recommend to Council that the Animal Welfare in Emergencies Plan be endorsed subject to minor amendments.

Carried

11. REPORTS

Reports from LEMC members and stakeholders

Department of Communities

- Trailer based in Northam with 70 beds.
- Extra bedding at Recreation Centre in Narrogin.

Corrigin Police

- 1 Major incident
- Focusing on heavy vehicle safety, rights and responsibilities.
- Multi-force planned heavy vehicle inspections will occur over the harvest season in Corrigin to ensure the highest level of safety is occurring on roads.
- Emergency Services Simulation training is occurring tonight. There will be an emergency simulation set up to help prepare and improve volunteers' capabilities at a real-life scene.

St John Ambulance

- 2 new Paramedics in Narrogin and 2 paramedics in Merredin.
- Lots of snakes around and snake bites occurring
- Always looking for new volunteers

Corrigin District High School

- Idea of commencing an extracurricular program such as a Cadetship so by the time students finish year 10 they are qualified for entry level volunteering for a bush fire brigade or to join St Johns. H Prance will explore some options and revise the idea before the next meeting.

Department of Primary Industries and Regional Development

- Alison has accepted a secondment to a different position so this will be her last LEMC meeting.
- Mouse activity has recently declined in most areas, after the short surge in the Geraldton and Ravensthorpe areas.

Shire of Corrigin

- 51 firebreak reminder letters sent out. Ranger will be conducting further inspections this week.
- Bushfire Risk Mitigation Plan – following up to get this moving along
- Attended a meeting with Hon John Carey MLA, Minister for Housing, Local Government to further discuss the regulations for the procurement requirements of general practice medical services by local governments in regional areas. Also discussed housing for local government employees, nurses and teachers.

12. NEXT MEETING

The next meeting will be Monday 7 February 2022 at 1.00pm.

13. MEETING CLOSURE

The Shire President, Cr Des Hickey closed the meeting at 2.02pm.